

ALASKA OWL Knowledge Center

Online With Libraries

CILC Programs for Alaska Libraries

Showing CILC programs requires a two-part procedure.

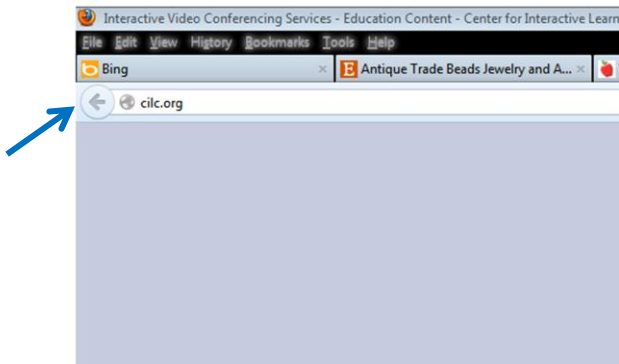
PART ONE: Selecting and scheduling a program from a CILC content provider.

PART TWO: Submit a Video Conference Request with UA-Videoservices from the Alaska OWL Project home page to deliver the program to you via OWL.

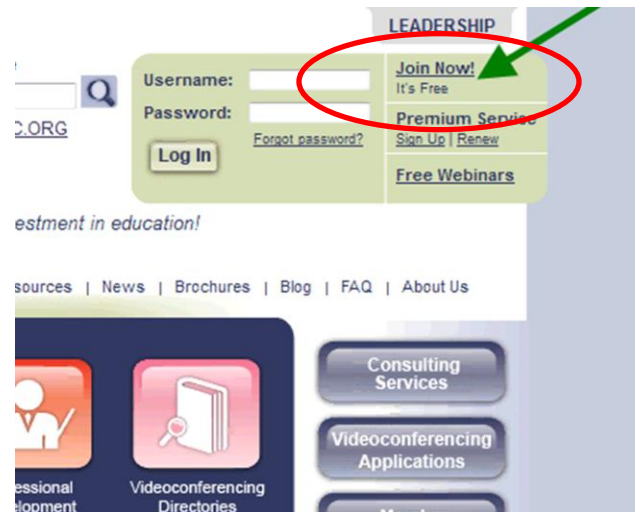
PART ONE: Selecting and scheduling www.CILC.org programs

1. Type **CILC.org** in your browser

address bar. Press **Enter**.



2. Create a **username** and **password** by going to **JOIN NOW!**



3. A new page opens. Click on the **Join Now** button at the bottom to create a Member Profile.



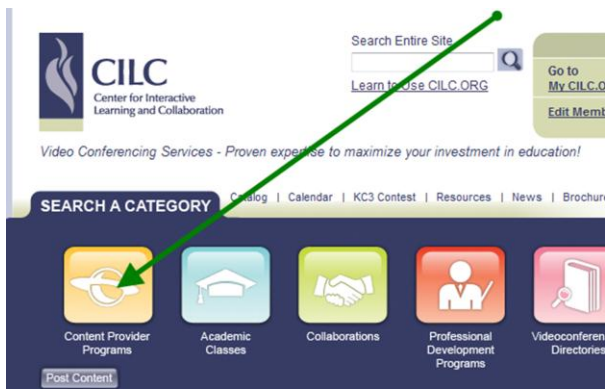
4. The **username** = name of your community plus OWL. For example, the username for Tok would be TokOWL. Select an EASY to remember **password**. Fill in the rest of the required information. Before you forget, write your CILC Username and Password where it can be easily found again.

5. For now, select **ALL ITEMS** under Communication Preferences. Later you can edit changes. Click **Submit Membership**.

Receive Weekly E-Mail Updates on New...	All Items	* All Items Matching Your Preferences Profile	None
... Programming:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Collaboration Requests:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Collaboration Reflections:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Classes Requested:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Class Offerings:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Product Offerings:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
... Calendar Events:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Completing a Preferences Profile takes approximately 45 seconds

6. Now you can search for programs of interest to your community. Go to **Content Provider Programs**.



7. Example: Search using **Keyword** = Alaska, and **Content Provider** = All content Providers. Click **Search**.

8. **Eat or be Eaten in Alaska** got good ratings. Look at that one by **clicking** on the title in red. Note the rating system.

Searched for Alaska in Content Provider Programs

★ = Rated exceptional by educators
 👍 = Recommended by at least 75% of participating educators. For actual percentage, mouse over thumb next to program title.
 🏆 = CILC Pinnacle Award Winner

[Content Provider Program]
Eat or Be Eaten in Alaska ★ 👍 based on 35 evaluation(s). - by [Alaska SeaLife Center](#) 2007-08, 2008-09 Honorable Mention, 2009-10 Honorable Mention, 2010-11 Honorable Mention
 Discuss the complexity of food chains by exploring some of Alaska's most interesting animals and ecosystems.
 Availability: By Request ONLY
 Audience: Education: Grade(s): 4, 5, 6, Public Library: Library Patrons

[Content Provider Program]
BALTO: A History of Humans, Huskies & Health in Alaska ★ 👍 based on 22 evaluation(s). - by [Cleveland Museum of Natural History](#) 2008-09, 2009-10 Honorable Mention, 2010-11, 2011-12 Honorable Mention
 Learn about Balto and the heroic dogs and mushers of Alaska from the 1925 Serum Run to the Iditarod of today.
 Availability: By Request ONLY
 Audience: Education: Kindergarten, Grade(s): 1, 2, 3, 4, 5, 6, 7, Public Library: Library Patrons

[Content Provider Program]
Who Lives Where? Alaska's Marine Animals ★ 👍 based on 11 evaluation(s). - by [Alaska SeaLife Center](#) 2007-08, 2008-09 Honorable Mention, 2009-10 Honorable Mention, 2010-11 Honorable Mention
 Meet Alaska's wettest residents! Find out where Alaska's marine animals live, what they eat, and how they move. (Desi Pre-K, K, or special needs classes).

your grant and funding dollars
 Contact Julia Heig
 toll free at 866-826-2

Remove Filter
 Search the entire v

9. The OWL Project has deposited funds in a Content Dollar Bank to pay for CILC programs.

There is no direct cost to your library, so the cost of a program is not an issue. Click on

Request this Program Now at the top or the bottom of the flyer.

Post Content

Member Services

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Program Flyer: **Eat or Be Eaten in Alaska**

Request this Program Now

Content Provider [Alaska SeaLife Center](#) 2007-08, 2008-09 Honorable Mention, 2009-10 Honorable Mention, 2010-11 Honorable Mention

Contact Information
 Darin Trobaugh
distancelearning@alaskasealife.org
 301 Railway Avenue
 PO Box 1329
 Seward, AK 99664
 United States
 Phone: (907) 224-7900
 Fax: (907) 224-6320

Program Delivery Mode(s) Videoconference - H.323 (Polycom, Cisco/Tandberg, LifeSize, etc...)

Minimum Technology Specifications for sites connecting to this provider The Alaska SeaLife Center requires sites to dial in at a speed of 384k or higher. Schools connecting with an ISDN address will need a bridge.

Request this Program Now

It is necessary to have a PIN to request a connection. Find out how to get your free PIN, or Find your PIN. For additional assistance, phone 866-302-CILC (2452) toll free.

Print this Program Flyer
 Forward this Program Flyer
 Go Back



10. IMPORTANT TIPS for the REQUEST A CONNECTION form. Shane Southwick has the authorizing PIN for OWL programming. When you finalize the request, it is forwarded Shane. Enter the desired **date** and **time**. **Click** the Program Cost button (OWL will get the bill). **The Requesting Organization is ALWAYS Alaska State Library to bill this to the Content Dollar Bank!**

Request a Connection

Text Size:

It is necessary to have a [PIN](#) to request a connection. Find out how to [get your free PIN](#), or [Find your PIN](#). For additional assistance, phone 866-302-CILC (2452) toll free.

Required Fields

If you do not know which Program you want to request, [search all programs](#) first.

Content Provider:

Program:

Program Delivery Mode:

Desired Date:

All times refer to (GMT-09:00) Alaska, which you have specified in your profile.

Desired Network Start Time:

Desired Network End Time:

Program Cost:
☒ By Request - \$170.00

* Any additional fees are noted on the program description under Program Fee Notes. :
Sessions that occur from June-February will be charged the discounted fee of \$160.00.
Schools, districts, or programs that book five or more sessions at once will be discounted.
Prices include materials for 30 students. Extra materials are available for \$1.00 per student.
An additional \$20.00 will be added to reservations made less than four weeks in advance. Our service does not have an express mail guarantee policy.
Sessions for Canada and international schools include extra postal fees.

Requesting Organization:
Select your organization from the drop down list:

If your organization is not listed, complete the [free registration](#).

Click the arrow and choose
Alaska State Library

11. YOU, however, are receiving the program information, so enter **YOUR name and email** on the form. Enter the **grade level or audience type** and number of **participants**. Enter any additional information if necessary. Leave the PO number blank. Click **Next Step**.

Person to receive program materials and program evaluation: This should be the educator who will actually participate in the program. (if different than person requesting)

E-Mail: (if different than person requesting). Please list only a single e-mail address.

Confirm E-Mail:

Grade Level or type of Audience: Example: 2nd grade, Educators, Administrators, Home School, Community Group/Organization, etc.

Number of Participants: Must be a fixed number. If estimating, set to the highest estimated amount.
Maximum Number of Participants: 30 recommended; 60 possible
Minimum Number of Participants: 5 recommended

Additional Information for Content Provider to Know: Please utilize this box to offer the provider additional information such as: name of school (if not listed in drop down above), a point to point connection is desired, unit of study the program will address, or special needs of the participants.

PO Number: (if applicable)

Next Step

enter YOUR email

12. A new page opens. Chose **Use the existing billing information**. OWL will pay for the program. Click **Next**.

Request a Connection

Billing Information

The following billing information is used by the Content Provider following billing information (from the Requesting Organization),

☒ Use the existing billing information
☐ Edit the billing information

Billing Site Name: Alaska State Library
Billing Contact: Tonia Carriger
Address: 251 East Ohio Street, Suite 960
City: Indianapolis
County: Municipality of Anchorage
State/Province: IN
Zip/Postal Code: 46204
Country: United States
Phone: (317) 231-6587 ext.
Email: tcarriger@cilc.org

Back Next >>

13. A new page opens. Review the program request for accuracy. Click **Forward for PIN Authorization**.

Phone: (317) 231-6587 ext.
Email: tcarriger@cilc.org

Back Print

Forward for PIN Authorization

This will forward your request to the PIN owner at your organization. A PIN must be entered before the program request is sent to the provider.

OR

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14. A new page opens confirming that the request has been automatically forwarded to the Scheduler for PIN Entry. Shane is the Scheduler who will supply the OWL PIN.

Request a Connection

Request was forwarded on to Scheduler for PIN Entry.

[Request another Videoconference](#)

Usually within 48 hours CILC will send you an email acknowledging your request has been submitted. It begins:

“Thank you for your program request. The date and time you selected must first be reviewed by the content provider. Once the provider has reviewed the information, you will be notified of the status of your request.”

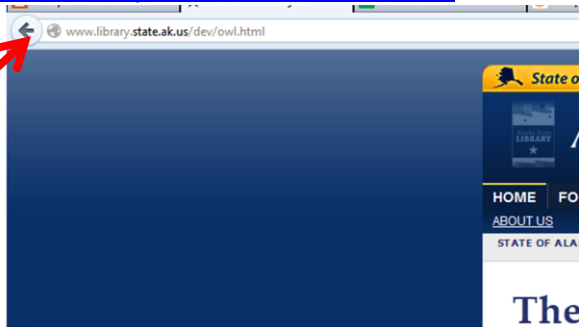
You **may not** hear from the Content Provider right away. You may hear in 24 hours or it may take a couple weeks, so plan ahead.

The Content Provider will respond directly to the email address that you put on the request form. It will either accept your date & time, or if that is unavailable, offer alternatives for you to consider. You will correspond with the Content Provider of the program until you find a time that works for both of you. Once that is confirmed you go to Part Two.

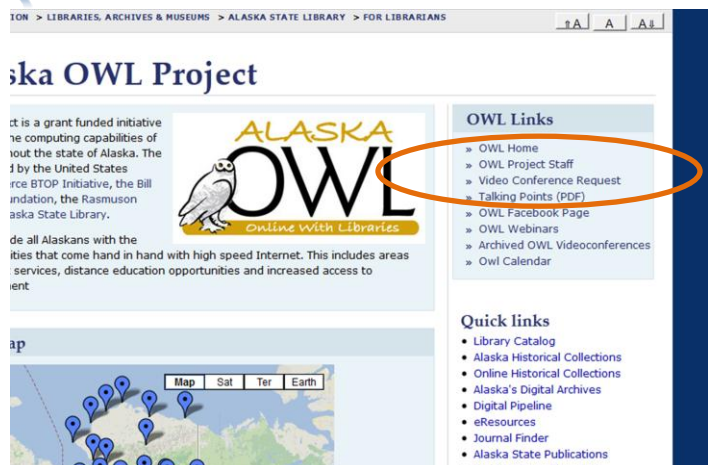
PART TWO: Submit a Video Conference Request with UA-Video services from the Alaska OWL Project home page to deliver the program to you via OWL.

1. In your browser address bar type

www.library.state.ak.us/dev/owl.html



2. Click the link **Video Conference Request**.



2. A page opens in a new tab. Enter your **Event Name, Event Date, Event Start Time, Event End Time, Event Contact person, phone and email, Event moderator name, phone, email, and location** (program content provider information).

The screenshot shows the 'OWL Video Conference Reservation Request' form. It includes instructions for scheduling a video conference using the Alaska OWL Network. The form has several text input fields for: Event Name, Event Date, Event Start Time, Event End Time, Event contact person, phone, and email, and Event moderator name, phone, email, and location. There are also checkboxes for 'Required' fields.

3. Check the **Desired libraries for meeting** boxes. Enter a **List of non-library locations that will be participating**. Please provide the **expected number of participants for each location selected above**. Choose yes or no for **are other libraries allowed to join this conference**. Type in any **Additional Information**. Click **Submit**.

This screenshot shows the lower portion of the form. A yellow circle highlights a list of locations with checkboxes: Sitka, Tenakee Springs, Togiak, Tok, Unalaska, Valdez, Whale Pass, and Wrangell. A blue callout bubble points to this list with the text: 'Click box beside name to select or deselect.' Below the list is a section for 'List of non-library locations that will be participating' with a text area for contact information. This is followed by a section for 'Please provide the expected number of participants for each location selected above' with a table and text area. Then, a section for 'Are other libraries allowed to join this conference?' with a text area for the number of participants. Finally, there is an 'Additional Information' section with a text area. A 'Submit' button is at the bottom.

For more Alaskan Essential tutorials go to
<http://library.alaska.gov/dev/knowledge.html>